
**JUSTICE CABINET DEPARTMENT OF CORRECTIONS
JOB OPPORTUNITY ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER M/F/D**

The jobs listed below are posted on the Kentucky Personnel Cabinet's web site,
which can be accessed at: www.personnel.ky.gov

March 23, 2012

ADMINISTRATIVE SPECIALIST III—(Franklin County- Central Office/ Education Branch)—Grade 12—(\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must have three years of professional, administrative or business experience. Additional education will substitute for the required experience on a year-for-year basis. Additional administrative, business, research and/or clerical experience will substitute for the required education on a year-for-year basis.

CLASSIFICATION & TREATMENT OFFICER I—(Shelby Co. —KY Correctional Institution for Women)—Grade 12—(\$2427.44 - \$3215.72) MIN REQUIREMENTS: Graduate of a college or university with a bachelor's degree.

CORRECTIONAL LIEUTENANT—(Lyon Co. —KY State Penitentiary)—Grade 11—(\$2354.04 - \$3118.28) MINIMUM REQUIREMENTS: High school graduate. Must have two years of experience in corrections, law enforcement, criminal justice, or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement, or a related field will substitute for six months of the required non-supervisory experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for one year of the required non-supervisory experience. Must be twenty-one years of age.

CORRECTIONAL SERGEANT—(Oldham Co. —KY State Reformatory)—Grade 10—(\$2139.80 - \$2834.88) MINIMUM REQUIREMENTS: High school graduate. Must have 1 year of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will substitute for 6 months of the required experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for the year of required experience. Must be 21 years of age.

CORRECTIONS TRAINING INSTRUCTOR/COORDINATOR I—Shelby Co.— KY Correctional Institution for Women)—Grade 13—(\$2670.20 - \$3554.70) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must have two of years experience in corrections. Graduate study in corrections, justice administration or law will substitute for the required experience on a year-for-year basis. Experience in corrections will substitute for the required college on a year-for-year basis.

INSTITUTIONAL RECREATION LEADER—(Oldham County—KY State Reformatory)—Grade 11—(\$2206.92 - \$2923.38) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree in recreation, physical education, special education or a related field. Experience in planned recreation, physical education, special education or a related field will substitute for the required college on a year-for-year basis.

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(continued)**

March 23, 2012

MECHANICAL MAINTENANCE & OPERATIONS TECHNICIAN III—(Oldham Co. —KY State Reformatory)—Grade 10—(\$2006.08-\$2657.70) **MINIMUM REQUIREMENTS:** High school graduate. Must have 4 years of experience in the maintenance and/or repair of air conditioning, heating, refrigeration, ventilation or electrical systems. Formal training in 1 of the above or related fields will sub for the experience on a year-for-year basis. Experience in 1 of the above or related fields will sub for the education on a year-for-year basis.

MECHANICAL MAINTENANCE & OPERATIONS TECHNICIAN III—(Elliott Co. —Little Sandy Correctional Complex)—Grade 10—(\$2006.08-\$2657.70) **MINIMUM REQUIREMENTS:** High school graduate. Must have 4 years of experience in the maintenance and/or repair of air conditioning, heating, refrigeration, ventilation or electrical systems. Formal training in 1 of the above or related fields will sub for the experience on a year-for-year basis. Experience in 1 of the above or related fields will sub for the education on a year-for-year basis.

OFFICE SUPPORT ASSISTANT II— (Fayette Co. — Probation & Parole)—Grade 8—(\$1658.16 - \$2196.52) **MINIMUM REQUIREMENTS:** High school graduate. Must have two years of office support experience. Additional education will substitute for the required experience on a year-for-year basis.

PROBATION & PAROLE DISTRICT SUPERVISOR—(Jefferson County—Probation & Parole)—Grade 15—(\$3230.84 - \$4280.10) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have five years of professional experience in criminal justice, corrections, social work, public administration, or a closely related field. Graduate study in criminal justice, corrections, social work, public administration, or a related field will substitute for the experience on a year-for-year basis up to a maximum of two years.

PROBATION AND PAROLE INVESTIGATOR—(Jefferson County-Probation and Parole) GRADE: 12 -\$2427.44 - \$3215.72 **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be twenty-one years of age.

PROBATION AND PAROLE INVESTIGATOR—(Pulaski County-Probation and Parole) GRADE: 12 -\$2427.44 - \$3215.72 **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be twenty-one years of age.

PROBATION AND PAROLE OFFICER IV—(Pulaski Co.—Div. of Probation & Parole)—Grade 14—(\$2937.20 - \$3890.90) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have 2 years of professional experience in probation work and/or parole work. Graduate study in law enforcement, corrections, behavioral sciences or a closely related field will substitute for the experience on a year-for-year basis. Must be 21 years of age.

**PERSONNEL CABINET
STATE OFFICE BUILDING, 1ST FLOOR
501 HIGH STREET
FRANKFORT, KENTUCKY 40601**

All applicants must complete an application on Personnel Cabinet's Career Opportunities System (COS) and apply for the vacancies in which they are interested in being considered. Applicants should be aware that in COS, they **apply for each vacancy through separate on-line application actions**. Paper applications are no longer accepted by Personnel Cabinet. This differs from the previous paper-based application system in that applicants no longer remain on registers once they are approved for a classification. Qualified applicants are considered only for those jobs to which he/she has applied.

To get more information about the Career Opportunities System including how to apply for jobs, please visit <http://www.personnel.ky.gov/employment/>. For questions regarding Applications, Counseling, Testing, or Registers, please call Personnel Cabinet, (502) 564-8030.

****IMPORTANT****

The Department of Corrections is not liable for the aforementioned information. This listing is provided to departmental employees as a courtesy. For official information of availability, grade and salary information, and minimum requirements, please visit the Personnel Cabinet website at www.personnel.ky.gov.